What is claimed is:

- 1. An apparatus for recording a plurality of pieces of information on a recording medium and reproducing information recorded thereon comprising:
- a playback unit for reading a selected piece of information from a plurality of pieces of information recorded on the recording medium to play back the selected piece of information;
- a flag setting unit for preparing a deletion flag indicating that the selected piece of information currently played should be deleted, in response to a deletion command issued while the playback unit is playing the selected piece of information, and for attaching the deletion flag to the selected piece of information; and

a generating unit for generating a list of the plurality of pieces of information recorded on the recording medium except for the selected piece of information to which the deletion flag is attached.

- 2. The apparatus according to claim 1 further including a control unit for rendering a recording area of the selected piece of information to which the deletion flag is attached overwritable when a remaining recording capacity of the recording medium is less than a predetermined capacity.
- 3. The apparatus according to claim 1 further including an operation unit having a deletion button for issuing the deletion command.

- 4. The apparatus according to claim 1, wherein the generating unit generates a confirmation message before the deletion command is issued.
- 5. The apparatus according to claim 1, wherein the selected piece of information remains recorded on the recording medium even after the deletion flag is attached to the selected piece of information.
- 6. The apparatus according to claim 1 further including a recycle bin for storing the selected piece of information when the deletion flag is attached to the selected piece of information.
- 7. The apparatus according to claim 1, wherein the selected piece of information is physically deleted from the recording medium when the deletion flag is attached to the selected piece of information.
- 8. The apparatus according to claim 1, wherein the recording medium is at least one of a hard disc, a video tape, an optical disc and a semiconductor.
- 9. An apparatus for recording a plurality of pieces of information on a recording medium and reproducing information recorded thereon comprising:

a playback unit for reading a first piece of information from a plurality of pieces of information recorded on the recording medium to play the first piece of information;

a first flag setting unit for preparing a first deletion flag indicating that the first piece of information currently played should be deleted, in response to a first deletion command issued while the playback unit is playing the first piece of information, and for attaching the first deletion flag to the first piece of information;

a second flag setting unit for preparing a second deletion flag indicating that a second piece of information not currently played should be deleted, in response to a second deletion command that designates the second piece of information, and for attaching the second deletion flag to the second piece of information; and

a generating unit for generating a list of the plurality of pieces of information recorded on the recording medium except for the first and second pieces of information to which the first and second deletion flags are attached.

- 10. The apparatus according to claim 9 further including a control unit for rendering at least one of a first recording area of the first piece of information to which the first deletion flag is attached and a second recording area of the second piece of information to which the second deletion flag is attached overwritable when a remaining recording capacity of the recording medium is less than a predetermined capacity.
- 11. The apparatus according to claim 9, wherein the generating unit generates a first confirmation message before the first deletion command is issued and generates a second confirmation message before the second deletion command is issued.
- 12. The apparatus according to claim 9, wherein at least one of the first and second pieces of information remains

recorded on the recording medium even after the first and second deletions flags are attached to the first and second pieces of information.

- 13. The apparatus according to claim 9 further including a recycle bin for storing at least one of the first and second pieces of information when the first and second deletion flags are attached to the first and second pieces of information.
- 14. The apparatus according to claim 9, wherein at least one of the first and second pieces of information is physically deleted from the recording medium when the first and second deletion flags are attached to the first and second pieces of information.
- 15. The apparatus according to claim 9, wherein the recording medium is at least one of a hard disc, a video tape, an optical disc and a semiconductor recorder.
 - 16. An apparatus comprising:

means for reading a first piece of information from a plurality of pieces of information recorded on a recording medium to play back the first piece of information;

means for preparing a first deletion flag indicating that the first piece of information currently played should be deleted, in response to a first deletion command issued while the first piece of information is being played, and for attaching the first deletion flag to the first piece of information;

generating means for generating a list of the plurality of pieces of information recorded on the recording medium except

for the first piece of information to which the first deletion flag is attached.

17. The apparatus according to claim 16 further including a second flag setting unit for preparing a second deletion flag indicating that a second piece of information not currently played should be deleted, in response to a second deletion command that designates the second piece of information, and for attaching the second deletion flag to the second piece of information, and

wherein the generating means generates a list of the plurality of pieces of information recorded on the recording medium except for the first and second pieces of information to which the first and second deletion flags are attached.

- 18. The apparatus according to claim 17 further including means for rendering at least one of a first recording area of the first piece of information to which the first deletion flag is attached and a second recording area of the second piece of information to which the second deletion flag is attached overwritable when a remaining recording capacity of the recording medium is less than a predetermined capacity.
- 19. The apparatus according to claim 17, wherein the generating unit generates a first confirmation message before the first deletion command is issued and displays a second confirmation message before the second deletion command is issued.
- 20. The apparatus according to claim 17, wherein at least one of the first and second pieces of information remains

recorded on the recording medium even after the first and second deletions flags are attached to the first and second pieces of information.

- 21. The apparatus according to claim 17 further including a recycle bin for storing at least one of the first and second pieces of information when the first and second deletion flags are attached to the first and second pieces of information.
- 22. The apparatus according to claim 17, wherein at least one of the first and second pieces of information is physically deleted from the recording medium when the first and second deletion flags are attached to the first and second pieces of information.
- 23. The apparatus according to claim 16, wherein the recording medium is at least one of a hard disc, a video tape, an optical disc and a semiconductor.
 - 24. A method comprising the steps of:
- A) playing back a first piece of information among a plurality of pieces of information recorded on a recording medium;
- B) preparing a first deletion flag indicating that the first piece of information currently played should be deleted;
- C) attaching the first deletion flag to the first piece of information;
- D) generating a list of the plurality of pieces of information recorded on the recording medium except for the first piece of information to which the first deletion flag is

attached.